



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 16, no. 12

GP 3.16/3-2:16/12

September 15, 1995

Invitation to Fall Council Meeting

In this issue of Administrative Notes you'll find the preliminary agenda for the fall meeting of the Depository Library Council, to be held in Memphis, TN, October 16-18, 1995. I encourage everyone to take a look at the schedule and make every effort to attend this timely and important meeting.

As we all know, these are challenging times for the Federal Depository Library Program (FDLP). Technological developments and activities in Congress and elsewhere are impacting the program and depository libraries in a number of ways, and the pace of change appears to be increasing. To address some of these issues, we have chosen as a general theme for the fall meeting, "The Role of Depository Libraries in a New Government Information Infrastructure."

One of the most significant recent developments affecting the FDLP involves a study requested by Congress in the FY1996 Legislative Branch Appropriations bill (H.R. 1854). This study is to identify measures necessary for a successful transition to a more electronically based Federal Depository Library Program. The study and resulting strategic plan will be used by agencies, GPO, and Congress in planning for FY1997 appropriations. Needless to say, this is an extremely important step in the progress of the program, and a significant portion of the Council meeting will be devoted to this study.

Another item of note is the draft revision of the "Guidelines for the Federal Depository Library Program" that will be discussed at the fall meeting. This revision attempts to bring the guidelines up-to-date by incorporating provisions for servicing electronic information. Copies of the draft guidelines will be sent to each depository library in advance of the fall Council meeting, and we look forward to your comments and input.

Many factors, such as the items mentioned above, will influence the future direction of the FDLP and how we service Federal Government information. The Depository Library Council hopes you will be able to join us this fall, as we all work to define the role and responsibilities of depository libraries in the electronic information age.

See you in Memphis!

Daniel P. O'Mahony, Chair
Depository Library Council



Fall 1995 Depository Library Council Meeting

October 15-18, 1995

Memphis, Tennessee

Preliminary Agenda

Role of Depository Libraries in a New Government Information Infrastructure

Sunday, October 15

Afternoon

12:00 -

2:30 GPO Access Demonstration (U. of Memphis Libraries, Rm. 226A)

- Judy Russell, Director, Office of Electronic Information
Dissemination Services (OEIDS)

3:00 -

6:00 GPO Access Demonstration

- Judy Russell, Director, OEIDS

Evening

5:00 -

6:30 Reception at University of Memphis Library

Monday, October 16

Morning

8:00 Registration

8:30 Welcome & Introductions

- Daniel O'Mahony, Council Chair

Opening remarks

Introduction of Council members

Review of meeting agenda

8:45 Welcoming Remarks

- Michael F. DiMario, Public Printer

9:00 GPO Update

- Wayne Kelley, Superintendent of Documents
- Jay Young, Library Programs Service & LPS Staff
- Judy Russell, OEIDS

10:30 Break

- 10:45 GPO Update (continued)
 11:30 Council Business Meeting
 Election of Assistant Chair/Chair-elect
 Discuss site for Fall 1996 meeting
 12:00 Lunch

Afternoon

- 1:30 Committee Reports & Recommendations for Council Action
 GPO Operations Committee
 Monthly Catalog Work Group
 Revision of SOD 13 Work Group
 Revision of Depository Guidelines Work Group
 Information Exchange Committee
 Testimonials Work Group
 Electronic Preservation & Archiving Issues Committee
 FDLP Statistical Measurements Committee (proposed)
 3:15 Break
 3:30 Audience Q&A
 4:00 Council Discussion
 4:30 Council Business
 DLC Committee Rosters
 Council Work Assignments
 5:00 Adjourn for dinner

 5:30 Dinner with Council & GPO (groups form in hotel lobby 5:15 to 5:30)

Evening

- 7:30 Monthly Catalog CD-ROM Demonstration
 8:00 Council Working Session
 Outline, discuss, and begin to draft recommendations and action items

Tuesday, October 17

Morning

- 8:00 Coffee with Council & GPO
 8:30 GPO Study to Identify Measures Necessary for a Successful Transition to a More
 Electronic Federal Depository Library Program: Progress Report
 • Judy Russell, Director, OEIDS, and Chair, GPO Study Working Group
 9:30 Audience Q&A
 10:00 Break
 10:15 GPO Study Progress Report (continued)
 11:30 Council Discussion
 12:00 Lunch

Afternoon

- 1:30 Council/GPO/Audience Forum: "Defining 'Depository Libraries' in the Electronic Information Age"
2:45 Break
3:00 Council/GPO Audience Forum (continued)
4:00 Council Discussion
4:30 Council Business
Council Work Assignments
5:00 Adjourn for dinner

Evening

- 6:30 Council Working Session
Continue work on drafting recommendations and action items

Wednesday, October 26

Morning

- 8:00 Coffee with Council & GPO
8:30 Report of Draft Recommendations and Action Items (including audience response and comments)
10:45 Concluding Remarks
• Michael F. DiMario, Public Printer
11:00 Adjourn



Fall 1995 Depository Library Council Meeting

The fall 1995 meeting of the Depository Library Council will be held in Memphis, Tennessee, on October 16-18, at the East Memphis Hilton. The hotel address is:

East Memphis Hilton
5069 Sanderlin Avenue
Memphis, TN 38117

A block of rooms has been retained for the attendees. Special room rates are \$57 single, \$67 double, per night, guaranteed through September 25, 1995. This special rate cannot be guaranteed after September 25. Reservations must be made by calling (901) 767-6666 or 1-800-HILTONS* or by fax at (901) 683-8563. Please specify the Depository Library Council when you contact the hotel.

* If you are advised on the 800 number that all of the special rate rooms are gone prior to September 25, please call the East Memphis Hilton Sales Manager, Ms. Amy McDaniel, on (901) 767-6666.

REGISTRATION FORM**FALL 1995 COUNCIL MEETING**

E-mail, fax or mail to:

Mr. William Thompson
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401

Fax: (202) 512-1432
E-mail: staf1lps@access.digex.net

☐ Yes, I plan to attend the Fall 1995 meeting of the Depository Library Council in Memphis, Tennessee.

☐ I will need a name badge. Preferred first name: _____

Please type or print clearly:

Name

Library/Office

Institution

Address

City/State/Zip Code

Telephone (include area code)

LPS will seek to make accommodations for attendees with disabilities. Please specify needs when returning this registration.

SuDocs Letter: 800 Number Available for GPO Access

August 7, 1995

Dear Depository Librarian:

This letter is to thank all of you that have registered for GPO Access online service and are offering the service to your patrons. It has been approximately 1 year since we announced the availability of our online database services, *Federal Register*, *Congressional Record*, and the *Congressional Bills*. Since then, over 500 depository libraries have registered for this growing service that now includes the *United States Code*, *Public Laws of the 104th Congress* and GAO Reports. The service is provided free of charge to depository libraries, which in turn must provide these services free of charge to depository library users.

We also want to remind librarians who have not registered for GPO Access that you may still register for the GPO Access service at any time. If you do not have or cannot obtain Internet access, and you are outside of the Washington metropolitan area, you can still register and access the online databases through a modem using our limited **800 number**.

To qualify for the 800 service, your library will have to certify in a letter that you do not have Internet access, and the 800 service is the only way for your depository to get to the GPO Access server and avoid long distance telephone charges. You should also include your Registration Confirmation Number (provided upon registering online) on the letter. Mail the letter to:

Director, Library Programs Service
U.S. Government Printing Office
STOP: SL
Washington, DC 20401

Remember, modem access will limit you to SWAIS that contains ASCII text files. If you want to transfer TIFF graphics file or Adobe Acrobat PDF page image files, you will need Internet access with a static IP (Internet Protocol) number, Windows, WAIS client software, and to register for WAIS.

Because of the potential expense, GPO anticipates that use of the 800-number will be only a short term solution, and that your library will attempt to get Internet access. You must recertify your need for the 800 service at least once every 6 months through a letter to the address listed above.

Depositories using this service will have special procedures to follow and will be issued an authorization number to use with the 800-number. Once we receive and approve your request for 800-number service, a member of our staff will contact you.

Depository libraries can obtain a maximum of ten (10) subscriptions per GPO Access database. There are currently three subscription databases;

- 1) one for the *Federal Register* databases;
- 2) one for the *Congressional Record* databases, and
- 3) one for the *Congressional Bills* databases.

The GAO Reports database is also available to all depository libraries. Complete information on GPO Access and registration procedures is available by calling the U.S. Fax Watch at (202) 512-1716. Then press 4 (information on popular products and services or ordering information); then press 4 again (information on popular products, GPO Access, or the Federal Bulletin board). You will then be prompted to enter document numbers, and then your fax telephone number. Ask for document numbers:

- 3357 - Registration; Selective Housing; SWAIS or WAIS? (11 p.)
- 3353 - Frequently Asked Questions (8 p.)

We encourage you to take advantage of the limited 800 service while waiting for your library to obtain Internet access. This will not only allow you to immediately have access to our on-line databases, but it will help make more government information available to the public through the Federal Depository Library Program. If you are not a current user, we hope that your library will join us in serving the public and supporting the enhancement of GPO Access.

If you have any questions or require additional information, please contact Mr. William Thompson or Mr. Gil Baldwin on (202) 512-1002.

Sincerely,



WAYNE P. KELLEY
Superintendent of Documents



Biennial Survey Due November 1, 1995

LPS is distributing the Biennial Survey of Depository Libraries to all depositories via first class mail, in a large white envelope prominently marked "BIENNIAL SURVEY." LPS expects to mail the survey by the end of September. The answer sheets are due back to GPO by November 1, 1995. All depository libraries are legally required to respond to the survey.

Some of the survey questions were developed in response to a request by Congress to prepare a study relating to electronic media in depositories. LPS regrets the lack of prior notification of these questions, and advises libraries to make their best estimates when responding.

Survey responses will be tabulated automatically by a telefax system, so libraries should fax their answer sheets to the special fax number indicated on the survey.

Any questions should be directed to the Biennial Survey Hotline: (202) 512-1119.

After October 1, replacement copies of the Biennial Survey questions and answer sheet will be available from the depository library section of U.S. Fax Watch at (202) 512-1716.

Reminder: Shipping List Numbering to Change in October

Beginning on October 2, 1995, all shipping list numbering will reflect the Federal Government fiscal year, which at GPO runs from October 1 through September 30. New sequential numbers, starting with 0001, will follow the 2-digit designation for the fiscal year.

In fiscal year 1996, numbering for the four types of shipping lists will be assigned according to the established pattern:

Paper:	96-0001-P, 96-0002-P, etc.
Microfiche:	96-0001-M, 96-0002-M, etc.
Electronic:	96-0001-E, 96-0002-E, etc.
Separates:	96-0001-S, 96-0002-S, etc.

Note that separates shipping lists will be designated by the letter "S". They will continue to be differentiated from the other lists by the number 9 in the 4-digit sequential number (95-9004-P, etc.) through September 29, 1995.

The Library Programs Service is making these changes to improve budgetary accountability and automated processing. Depository libraries should review their shipping list processing procedures and make any necessary changes before October.

Gateway Connections and Contacts

Revised August 31, 1995

Highlights: There are now 22 gateways; the newest are the Web sites at the University of Tennessee Knoxville Libraries, the Oklahoma State University, Oklahoma Gateway, and the SWAIS telnet gateway at Tennessee Technological University.

For Gateway information, contact: William Thompson <staf1LPS@access.digex.net>
or
Gil Baldwin <manage@access.digex.net>
GPO, Library Programs Service
(202) 512-1002, fax (202) 512-1432

●WAIS access via World Wide Web (WWW)

Purdue University (IN)

Point your Web browser to <http://thorplus.lib.purdue.edu/gpo>

User Support: Carl Snow (317) 494-2764, or <carl@smart.lib.purdue.edu>

Technical Contact: Bert Chapman <chapmanb@sage.cc.purdue.edu>, or
Cary Kerr (317) 494-2857

Portals (OR)

Point your Web browser to <http://www.portals.pdx.edu>. Choose Top 10; then Public Access Databases; choose one of the databases to make a connection to GPO SWAIS.

User Support: Millard Johnson (503) 725-5049, or <zendog@lib.pdx.edu>

University of California Gateway to GPO Access (University of California San Diego) (CA)

Point your Web browser to <http://ssdc.ucsd.edu/gpo>

User Support: Trisha Cruse (619) 534-4175 or <pcruse@ucsd.edu>

University of Tennessee, Knoxville Libraries (TN)

Point your Web browser to <http://www.lib.utk.edu/gpo/govdoc.html>

User Support: Bill Britten (615) 974-4304 or <bill@aztec.lib.utk.edu>

Oklahoma State University, Oklahoma Gateway (OK)

Point your Web browser to <http://www.okstate.edu/gpolink.htm>

User Support: Suzann Holcombe (405) 744-6546 or <slatour@okway.okstate.edu>

● **WAIS client access using Lynx WWW browser**

Missouri - COIN (Columbia Online Information Network; in cooperation with the University of Missouri - Columbia) (MO)

Telnet to telnet.coin.missouri.edu, or dial (314) 884-7000. Login as **guest**; no password. From the main menu select choice 7, "Government Center." From the resulting menu, select choice 6, United States of America and then choice 13, GPO Access.

User Support: Marilyn McLeod (314) 443-3161, or <mmcleod@mail.coin.missouri.edu>
Technical Contact: Jim Newton (314) 882-2000, or <jim@more.net>

University of North Carolina-Chapel Hill (NC)

Telnet to library.unc.edu. Dial in (300-14.4 baud) at (919) 962-9911. Login as **library**; no password. Users of GPO Access should select option 2-Government Databases and option 2 again for GPO Access.

User Support: Ridley Kessler (919) 962-1151, or <kessler.davis@mhs.unc.edu>
Technical Contact: Derek Rodriguez (919) 962-1288, or <Derek_Rodriguez@unc.edu>

● **via SWAIS (telnet, gopher, or dial-in)**

Where dial-in is an option, **modem settings** are 8 data bits, full duplex, no parity, 1 stop bit; terminal emulation is VT100. Unless otherwise specified, baud rate is 2400.

Alaska - SLED (Alaska's Statewide Library Electronic Doorway) Telnet to sled.alaska.edu. Users within Alaska may dial into SLED via the AlaskaNet node nearest their city or village or, for questions, dial 1 (800) 478-4667. Once connected with SLED, press the **return** key to continue; at the SLED main menu, choose Government Information (#5), enter; then choose Federal Government Information (#2), enter; then choose GPO Access.

User Support: Walt Herreid <ffwh@aurora.alaska.edu>

Arizona - AzTeC (Arizona Telecommunication Community)

Telnet to aztec.asu.edu. Dial in (300-2400 baud) at (602) 965-4151, or at 9.6, 14.4, or 28.8 baud at (602) 965-6699. Login as **guest**; password is **visitor**. From the main menu, select option 2, Government Databases, then option 2 Federal Government, and finally option 3 for GPO Access online services.

User and technical support: Joe Askins (602) 965-5985, or <joe.askins@asu.edu>

Colorado - CARL (Colorado Association of Research Libraries, in cooperation with the University of Colorado at Denver)

Telnet to csu.acrl.org. Dial in (2400 baud or higher) at (303) 758-1551. No login or password is required. From Groups of Databases, select option 1, Library Catalogs. Then select 22, Government Publications, then 75 for GPO Access.

User and technical support: George Machovec (303) 758-3030, ext. 156; or <gmachove@carl.org>

Colorado - Pueblo Library District

Telnet to pldvax.pueblo.lib.co.us. Dial in to (719) 542-7629 at up to 9600 baud; press Return to obtain a prompt. Login as library. Then select #6 from the main menu.

User Support: Robert Farries (719) 543-9600, or <bob@pueblo.lib.co.us>

District of Columbia - Georgetown University

Telnet to library.georgetown.edu. Login as **gpo**; then follow the prompts. For a modem connection up to 9600 baud, dial (202) 687-3052. To obtain the prompt, depress <enter> twice. When prompted for a login password, enter **access**, all lower case. Press <enter> to continue, then select 1 for GPO Access. When prompted for the next login, enter **gpo** to connect with GPO Access.

User support: Joan Cheverie (202) 687-7467, or <jcheverie@guvax.georgetown.edu>.

Technical Contact: Steve Jackson <sjackson@guvax.georgetown.edu>

Georgia - Georgia Southern University

Telnet to gsvms2.cc.gasou.edu, or dial into GSnet (9600 baud) at (912) 681-0005. To obtain the GSnet prompt, press <enter> twice. From the GSnet prompt, enter this command to reach the host GSU computer: connect gsvms2. Users with slower modems (1200 baud) may dial PeachNet at (912) 681-0500. From the PeachNet prompt, enter this command to reach the host GSU computer: connect gsvms2.cc.gasou.edu. (Note: All four periods in the command are significant, including the final one.) Once connected with gsvms2, public users should login as **INFO**; no password. From the Public Information Services menu select GPO Access.

User Support: Lynn Walshak (912) 681-5032, or <soliblw@gsvms2.cc.gasou.edu>

Technical Contact: David Ewing (912) 681-5364, or <dewing@gasou.edu>

Ohio - Case Western Reserve University

Telnet to catalog.cwru.edu. Once connected with EuclidPLUS, select "GPO Access." For a modem connection (300-14.4 baud), dial into Cleveland Free Net at (216) 368-3888. In order to use Cleveland Free Net, users must register online at no cost. Once registered, users select "The Library", then "CWRU Libraries", then "University Library," then "EuclidPLUS." Within EuclidPLUS, select "GPO Access."

User support at CWRU: George Barnum (216) 368-6512, or <gdb2@po.cwru.edu>

Oregon - Portals

Gopher to portals.pdx.edu. No login is required. From the Portals main menu select choice 1, Databases; then 6, Federal Government Documents. From there, choices 2 through 6 will connect to GPO Access. Users may dial in to (503) 227-3962 at up to 9600 baud. Choose VT100 as terminal type. From the Multnomah County Library Dialup Information System main menu, select choice 6, Portals; then follow instructions above.

User Support: Millard Johnson (503) 725-5049, or <zendog@lib.pdx.edu>

Pennsylvania - Penn State University

Telnet to LIAS.psu.edu, or dial (814) 865-5427, at 300-14.4 baud. Once connected with LIAS (Library Information Access System), press the enter key, and then respond to the prompts for terminal emulation. When prompted for a "Penn State ID Number," press the enter key. No password is required. The LIAS Welcome Screen will appear. From there type SELECT to go to the selection menu, and then choose "GPO Access." An extensive help message is available by typing "help GPO" at the LIAS prompt. Please note: a limited number of simultaneous connections is available on GPO Access. If all connections are in use, you'll be told to "try again later."

User Support: Debora Cheney (814) 863-1345, or <dlc@psulias.psu.edu>

Pennsylvania - Ursinus College

Telnet to lib.ursinus.edu. Login as **library**; GPO Access is choice #7 on the gateway menu. Modem users dial (610) 409-3616. Once connected, press the return key once or twice. Choose the library option; GPO Access is choice #7 on the menu.

User Support: Debbie Malone (610) 489-4111, ext. 2460, or <dmalone@lib.ursinus.edu>
Technical Contact: David Mill (610) 489-4111, ext. 2283, or <dmill@lib.ursinus.edu>

Rhode Island - Ocean State Free Net (in cooperation with the Federal Depository Libraries of Rhode Island)

Telnet to osfn.rhilinet.gov, or dial (401) 658-3995 (other numbers also available). Login as **guest**. From the Main Menu, choose 8, Government Center; then Federal information; then select GPO Access.

User support: Dan O'Mahony at Brown University, (401) 863-2522, or <ap201159@brownvm.brown.edu>.

Tennessee - University of Memphis

Telnet to msuvx1.memphis.edu, or for a modem connection up to 19,200 baud, dial (901) 678-3600. For telnet use login as **library**; modem users login as **guest**. Confirm choice of VT100 terminal emulation. Connect to University Library; from the menu select Find; then Choose Database; select GPO Access.

User support: Sandra Williams (901) 678-2206, or <willias@cc.memphis.edu>.
Technical support: Phil Smith (901) 678-4399, or <smithp@cc.memphis.edu>.

Tennessee - Tennessee Technological University

Telnet to atlas.tntech.edu; or dial (615) 372-6160. Username is **PAC**. Choose Find from the menu bar; then choose database; then GPO Access (Federal Info).

User support: Ann Sanders (615) 372-3841 or <ams1664@tntech.edu>

Texas - Texas State Library

Telnet to link.tsl.texas.gov, or dial into (512) 475-4444. Login as link (all in lower case). Confirm terminal emulation as VT100. Once connected to the Texas State Electronic Library, select choice 15, Find a Menu Item in the Electronic Library by Keyword. Enter

gpo as the word to search. You will then see a gopher client listing of GPO Access databases.

User support: Diana Houston (512) 463-5426, or <diana_houston@tsl.texas.gov>.
 Technical support: Christine Masleid (512) 463-5528

Virginia - University of Virginia

Telnet to gwis.virginia.edu. Login as gwis. Use VT100 terminal emulation. Then choose Library Services; Social Sciences Data Center; Government Printing Office; GPO Access. For a modem connection, dial (804) 982-5966. At the "Connect" prompt, type telnet gwis <enter>; login and password are both gwis.

User Support: Walter Newsome (804) 924-4963, or <wln@virginia.edu>.

Washington - Seattle Public Library

Telnet to 198.137.188.2, or dial (206) 386-4140. Login as library - all lower case. Select VT100, and answer the terminal emulation questions. Select "Internet" from first and second menus. From the gateways menu, select GPO Access.

User Support: Patrick Grace (206) 386-4139
 Technical Contact: Jim Taylor (206) 386-4169, or
 <jtaylor@spl.lib.wa.us>



STF3A "GO" Software Problems Corrected

Item Number: 0154-F-01

SuDocs Number: C 3.282/2:

The Library Programs Service has been advised by the Bureau of Census that inconsistencies have been noted in producing STF3A output files for metropolitan areas (summary levels 319, 321, 329, 331, 340, and 341) or urbanized areas (summary levels 420, 430, 440, 450, and 460) in the following states: Alabama, Arkansas, California (Los Angeles disc #8), Illinois Indiana, Iowa, Kansas, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Carolina, Ohio, Oklahoma, Pennsylvania, Tennessee, Texas, and Wisconsin. In these records, the area name appears correctly on the screen, but when output files are created, the area names may be incorrectly assigned to the proper data tables. All FIPS codes on the printout, however, are correct.

The most recent version of the GO software (Version 2.5e) contains a correction for this problem. It also includes enhancements such as more efficient memory management and multi-user LAN capability. Users may access this software in three ways:

- 1) download from the Internet via WWW, ftp or the Census Bulletin Board (See instructions below);

2) e-mail to the webmaster@census.gov;

3) on diskette via FedEx (contact Customer Services at 301-457-4100 to request a free diskette and/or additional information.

To access the software via WWW, connect to <http://www.census.gov>. Then select Other Topics, then select STF3A software. You may also access the file by selecting the http files or ftp files from the Census Bureau homepage. After selecting either the http files or ftp files, select the CD-Apps directory and then select the GO3A.EXE file.

To access the software via anonymous ftp, type

ftp ftp.census.gov,

login: anonymous

password: your e-mail address, then

cd pub/CD-Apps, then type

bin, then type

get go3a.exe.

When the transfer has taken place type: bye.

To access the software via the Census Bureau's Bulletin Board:

dial 301-457-2310

complete the registration menu

select 1 (one) for Open Forum-General Information

select F for Go To Files Transfer Menu

select R for CD-ROM Software Download Areas

at the File Area Command prompt, select 2 for GO software

at the prompt, type d GO3A.EXE

The files are self-un-archiving, executable program files. After downloading the file to either the hard disc or a diskette, type the name of the file and it will extract the executable program file, and README file and a GO.BAT file.



Public Service Announcements to be Reissued

LPS recently distributed a set of public service announcements to depository libraries (item 0556C, class GP 3.2:P 26/PACK./CORR.). The GPO Promotion and Advertising office has notified LPS that because of a typographical error on two of the announcements, they will be reissued. The announcements in question are the 3 7/8 x 4 7/8 inch and 2 1/2 x 10 inch versions titled "Lost when it comes to finding Government information?"

Please hold these versions until you receive the corrected copies. If you have any questions, please contact Kathryn McConnell, Promotion and Advertising, (202) 512-1710.



SuDocs Letter: Remove and Destroy Archives Document

August 24, 1995

Dear Depository Librarian:

The Library Programs Service (LPS) has recently been notified that the publication, **Readings in Documentary Editing, 1995**, from the National Archives and Records Administration (NARA) should not have been distributed to depository libraries. NARA has advised us that the publication was for internal agency use only. It contains previously published articles and permission to republish the articles had not been obtained.

Descriptive information on this publication:

Title: **Readings in Documentary Editing, 1995**

SuDocs Number: AE 1.102:R 22

Shipping List Number: 95-0210-P

Shipping List Date: 6/21/95

Item Number: 0569-B-02

Please destroy this document immediately. LPS and NARA regret any inconvenience resulting from the shipment of this publication.

Sincerely,

WAYNE P. KELLEY
Superintendent of Documents



Sales Materials Available to Depository Libraries

Add Your Library to the Mailing List!

You can provide your patrons with handout material on information products available from the Superintendent of Documents Sales Program. The Promotion and Advertising Branch is compiling lists of libraries with literature racks interested in displaying sales materials. If you would like to get these materials when they are available, please complete and return the form below.



Yes, please put me on your mailing list to receive promotional materials listing information products in the Sales Program. I'd like to make them available to my patrons.

☐ I'm mainly interested in consumer literature (health, travel, personal finance)
NCRL-6X

☐ I'm mainly interested in business literature (business, regulatory, technical)
LIBB-6X

Name

Institution

Address

City, State, Zip

Fax this form to:
Promotion Manager
(202) 512-1656



GPO Access Training Schedule

Revised 8/29/95

Thursday, October 5	Sioux Falls, SD - Augustana College Ann Smith (605) 336-4921 Session 1: 10:30 a.m. - 12:00 noon Session 2: 1:30 p.m. - 3:00 p.m.	Coinciding with the Mountain Plains Library Association annual conference, October 4-7
Sunday, October 15	Memphis, TN - University of Memphis Libraries, Room 226A Saundra Williams (901) 678-2206 Session 1: 12:00 noon - 2:30 p.m. Session 2: 3:00 p.m. - 6:00 p.m.	Coinciding with the fall Depository Council meeting, October 16-18
Friday, October 20	Kansas City, MO - University of Kansas Regents Center Ann Liebst (913) 594-6451 Session 1: 9:00 a.m. - 12:00 noon Session 2: 1:00 p.m. - 4:00 p.m.	Coinciding with the Kansas Library Association/Missouri GODORT meeting
Saturday November 11	Santa Clara, CA - Orradre Library University of Santa Clara George Carlson (408) 554-5436 Session 1: 9:00 a.m. - 12:00 noon Session 2: 1:00 p.m. - 3:00 p.m.	Coinciding with the California Library Association Conference
Tuesday, November 14	Los Angeles, CA - Leavy Library University of Southern California, University Park Julia Johnson (213) 740-5192 Session 1: 9:00 a.m. - 12:00 noon	
Thursday November 16 <i>Tentative</i>	Tempe, AZ - Arizona State Library Ken Furata (602) 965-3387 Janet Fisher (602) 542-4417 (Phoenix State Library)	Coinciding with Arizona GODORT Meeting

To reserve a place, or for more information, contact:

John Berger

Office of Electronic Information Dissemination Services

E-mail: john@eids05.eids.gpo.gov

Telephone: (202) 512-1525

Fax: (202) 512-1262



Readers Exchange

Using WordPerfect Macros for Government Documents Processing

by Robin A. King and Jacqueline F. Johnson

Indiana University Southeast Library

In June of 1994, the Government Documents Collections was inspected by Joseph P. Paskoski, Depository Library Inspector. During his review of the Bibliographic Control portion of the inspection, he requested that our use of WordPerfect 5.1 (DOS version) for processing be made available to other documents librarians through Administrative Notes. The generation of labels for our documents is made possible by a little known feature of WordPerfect: macros.

We set up macros in WordPerfect for each item number we receive. We then use these macros to create the secondary merge file. The macros were set up by dropping all non-essential material (such as the 0 at the beginning of the number and the dashes) from the item number. For example: the macro for item 0806-A-15 would be named 806A15. The macro for each item number consists of the item number in one field and the SuDocs stem and a pause in the second field. This pause allows you to type in the SuDocs stem later.

The macro feature allows you to record your keystrokes and play them back exactly as they were recorded. The computer records your keystrokes the way a tape recorder records your voice. The computer stores your keystrokes and when you tell it to, it plays back your keystrokes the same way a tape recorder plays back your voice when you press play. While defining a macro, you can insert a pause that will stop the macro momentarily and allow you to enter the text while the macro is running. When you hit the enter key, the macro will resume running.

You define a macro in WordPerfect 5.1 by pressing {ctrl} {F10}. This tells the computer to start recording. You then enter the name of the macro, and press {Enter}. (Note: the macro name must be composed of letters and/or numbers and can only be eight characters long.) You are then asked to enter a brief description of the macro or to press {Enter} to begin recording the macro without a definition. (This description can be up to 39 characters long but it is not necessary to enter a description for the macro.) You are then returned to the regular editing screen and "macro Def" is displayed in the bottom left hand of your screen. After you have entered the keystrokes you want to record, you press {Ctrl-F10} again to stop recording.

Example: To create the macro for item 0806-A-15 you press {Ctrl} {F10} to begin recording. You then type in the name of the macro, in this case, 806A15 and press {Enter}. In the description field you can type the complete item number 0806-A-15 or you can hit enter and skip the description. You then type in the item number, {End Field}, the Sudocs stem, and {Enter}. (The sort program will not run properly if the dashes are left in the item numbers, therefore they have been replaced by spaces.) You then insert a pause by pressing {Ctrl PgUp} 1. After inserting the pause, press {Enter} and then finish the record by entering an {End Field} and an {End Record}. To do this you press {Alt} {F9} and {Shift} {F9} 2. Finally, you press {Ctrl} {F10} to tell WordPerfect to stop recording the macro.

Macro: Action
 File 806A15.WPM
 Description 0806 A 15

```
0806 A 15{END FIELD}
LC 19.11/3-2:{Enter}
{Pause}{END FIELD}
{Merge Codes}2
```

Ctrl-PgUp for Macro Commands; Press Exit when done

When you want to run the macro you've recorded, you press {Alt} {F 10} and the name of the macro {806A15} and the computer will 'play back' the keystrokes you recorded. In this case, the computer would type in the item number, an end field, and the Sudocs stem. It will then pause so that you can type in the suffix. When you hit the enter key, it will type an end field, and an end record:

```
0806 A 15{END FIELD}
LC 19.11/3-2:
93-2{END FIELD}
{END RECORD}
```

This creates a secondary merge file that contains the item number and the complete SuDocs number. This file can be merged with a primary merge file that contains your label dimensions, the correct font, and the words Gov. Doc. When the merge is completed the labels will look something like this:

```
Gov. Doc.
LC 19.11/3-2
93-2
```

For more information on merging see the WordPerfect Version 5.1 for DOS manual (WordPerfect Corporation, 1989) pgs. 460-471.



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